



# COMMONWEALTH OF KENTUCKY JOB CLASS SPECIFICATION

## INSTITUTIONAL RECREATION LEADER II

Job Number: 20000968

Job Code: 41330V000101

Job Group: 4100 - AUXILIARY AND MEDICAL THERAPY

Job Established: 03/16/1990

Job Revised: 02/24/2006

Grade: 12	Salary (MIN - MID):	<b>Special Entrance Rate:</b>
	\$14,938-\$19,789 - Hourly	<b>NONE</b>
	\$2,427.44-\$3,215.72 - 37.5 Hr. Monthly Salary	<b>NONE</b>
	\$2,589.26-\$3,430.10 - 40 Hr. Monthly Salary	<b>NONE</b>

### **PROBATIONARY PERIOD:**

This job has an initial and promotional probationary period of 6 months. For additional information refer to: <http://www.lrc.ky.gov/kar/101/001/325.htm>.

### **CHARACTERISTICS OF THE JOB:** *Characteristics of a job are general statements indicating the level of responsibility and discretion of positions in that job classification. These are not intended to be an exhaustive list.*

Plans, organizes, supervises and conducts therapeutic recreation programs and activities within the recreation program for an institution. Coordinates the work of recreational therapy personnel and serves as interim supervisor; and performs other duties as required.

### **MINIMUM REQUIREMENTS:**

#### **EDUCATION:**

Graduate of a college or university with a bachelor's degree in recreation, physical education, special education or a related field.

#### **EXPERIENCE:**

Must have three years of experience in planned recreation, physical education, special education or a related field.

#### **Substitute EDUCATION for EXPERIENCE:**

A master's degree in recreation, physical education, special education or a related field will substitute for the required experience on a year-for-year basis.

#### **Substitute EXPERIENCE for EDUCATION:**

Experience in planned recreation, physical education, special education or a related field will substitute for the required college on a year-for-year basis.

#### **SPECIAL REQUIREMENTS (AGE, LICENSURE, REGULATION, ETC.):**

NONE

**EXAMPLES OF DUTIES OR RESPONSIBILITIES OF THE JOB CLASSIFICATION:** *Examples of duties or responsibilities are not to be construed as describing what the duties or responsibilities of any position shall be and are not to be construed as limiting the appointing authority's ability to assign, or otherwise alter the duties and responsibilities of a position. This is not intended to be an exhaustive list.*

Plans, supervises, coordinates and directs therapeutic recreational activities such as games, dances, music, drama or sporting events. Develops schedules of recreational activities. Acts as recreation program supervisor in the absence of the program supervisor. Keeps daily attendance records, progress notes and writes reports. Coordinates recreational staff. Instructs volunteers and college interns that assist in the recreation program. Assists in developing and implementing new recreational programs. Participates in the training and orientation of recreational staff. Reviews and recommends recreation equipment purchases and maintains recreation facilities. Evaluates activities and clients and develops treatment plans. Attends team meetings and provides information concerning program activities as well as the evaluation and treatment of specific clients. Plans, organizes and makes necessary requests for recreational trips and supervises clients during outings.

**UNIQUE PHYSICAL REQUIREMENTS:**

**TYPICAL WORKING CONDITIONS:** *Incumbents in the job will typically perform their job duties under these conditions.*

Typically works in an institutional or hospital facility. Will typically coordinate recreational personnel either indoors or in an outdoor setting.

**ADDITIONAL REQUIREMENTS:**

Upon appointment, employees in this class may be required to maintain a valid driver's license and required to drive a licensed vehicle. This status may be necessary for the length of time in this class. If this is necessary it will be listed in the specific position description for that position. Applicants and employees in this job title may be required to submit to a drug screening test and background check. Applicants and employees in positions which perform job duties that may require contact with offenders in the custody or supervision of the Department of Corrections or with youth in the care, custody, or supervision of the Department of Juvenile Justice must meet qualifications pursuant to the federal Prison Rape Elimination Act, 28 C.F.R.115.17 and 115.317.

*THE COMMONWEALTH OF KENTUCKY DOES NOT DISCRIMINATE ON THE BASIS OF RACE, COLOR, RELIGION, SEX, NATIONAL ORIGIN, SEXUAL ORIENTATION OR GENDER IDENTITY, ANCESTRY, AGE, DISABILITY, POLITICAL AFFILIATION, GENETIC INFORMATION OR VETERAN STATUS IN ACCORDANCE WITH STATE AND FEDERAL LAWS.*